

**Health & Family Welfare Deptt.  
Kullu Distt Kullu(HP)  
Phone No. 01902-222350**

**No. HFW-MS(tender) 2024-25-**

**Dated: 06-02-2024**

**NOTICE INVITING TENDER**

**Sealed tenders are hereby invited from the eligible bidders for Annual Repair and Maintenance Services of Electrical Work in Regional Hospital Kullu & De-addiction Centre Bhuntar, Kullu HP. Interested parties/firms can download the detailed tender document from the official website of hospital [www.kulluhospital.com](http://www.kulluhospital.com). The interested bidder(s) have to deposit the tender fee @1000/- with technical bid failing which tender will be rejected. The last date for the submission of the tender document is 22-02-2024 upto 1:00 PM. All subsequent corrigendum, modification and clarifications in respect of this tender will be published only on aforesaid website only. The bidders are advised to visit the aforesaid website regularly. The Medical Superintendent, Regional Hospital Kullu reserves the right to reject any or all the tender offers without assigning any reason.**

**Medical Superintendent-  
Member Secretary,  
Rogi Kalyan samiti,  
RH Kullu, Distt. Kullu (HP)**

**Endstt. No. as above.**

**Dated :**

**Copy to:**

- 1. The Incharge, Web-site for uploading the same on hospital website.**
- 2 The Notice Board CMO office, Main Bus stand, Dhalpur Bus stand, DC office and other public places for wide publicity.**

**Member Secretary,  
Rogi Kalyan samiti,  
RH Kullu, Distt. Kullu (HP)**

**GENERAL INSTRUCTIONS & BID DOCUMENT**

*FOR*

**Annual Repair and  
Maintenance of Electrical  
work.**

*DUE ON*

**22nd Feb, 2024**

**Medical Superintendent,  
Regional Hospital Kullu,  
Distt. Kullu HIMACHAL PRADESH  
Pin-175101**

**MEDICAL SUPERINTENDENT,  
REGIONAL HOSPITAL KULLU,  
Kullu, HIMACHAL PRADESH**

Telephones: 01902-223077

Fax: 01902-223077

**INVITATION FOR BIDS (I.F.B.)**

BID REFERENCE : **MS/RH/Kullu-2024-01**

LAST DATE AND TIME FOR  
RECEIPT OF BIDS : 22-02-2024 upto 1.00 P.M.

Pre-Bid meeting : 15-02-2024 at 11:00 AM

TIME AND DATE OF OPENING OF BIDS : 22-02-2024 at 3:30 P.M.

PLACE OF OPENING OF BIDS : Conference Hall, RH, Kullu HP

**SECTION I: INVITATION FOR BIDS (IFB)**

## **SECTION I. INVITATION FOR BIDS (IFB)**

IFB No. : **MS/RH/Kullu-2020-01**

Medical Superintendent, Regional Hospital, Kullu invites duly sealed tenders from reputed eligible contractors/firms for Annual Repair and Maintenance Services of Electrical Works for a period of two years.

**The summary of the Tender is as under:-**

Name of work	Tender fee	Cost of earnest money	Cost of performance security	Last date of submission of tender form	Tender opening date
Annual Repair and Maintenance services of Electrical works.	1000/-	50,000/-	1,00,000/-	22-02-2024 upto 1:00 PM	22-02-2024 at 3:30 PM

1. All bids must be accompanied by a tender fee, bid security as specified in the bid document and must be delivered to the above office at the date and time indicated above.
2. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.
3. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

**SECTION II: INSTRUCTIONS TO BIDDER**

1. Sealed tenders in Two Bids (Technical & Financial) basis are invited by the Medical Superintendent, Regional Hospital Kullu, District Kullu from eligible bidders i.e. **“A”, “B” or “C” class contractor registered with HPPWD (Electrical wing)** for the Annual Repair and Maintenance Services of Regional Hospital Electrical work.
2. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the tender document before submission of the bids.
3. The complete tender document with earnest money deposit and tender fee etc. must be delivered to the Medical Superintendent, Regional Hospital Kullu District Kullu on or before last date/time of Bid Submission as mentioned above. **The bid without EMD and tender fee will be summarily rejected.**
4. The tender shall be submitted in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.

**The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.**

5. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering.
6. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.
7. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filed up carefully by the tenderer.
8. (i) **Bid Security:** -The bidder shall pay an amount of Rs. **50,000/- (Fifty Thousand only)** as Bid Security (EMD) along with the Technical Bid by way of demand draft/FD/TD/CD in favour of “Medical Superintendent, Regional Hospital Kullu District Kullu” drawn on any Nationalized Bank/ Scheduled Bank and payable at Kullu and must be valid for (6) six month. Bids received without tender fees and Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. The original EMD will be put in cover-I containing with Technical bid.
  - a) Earnest Money deposited with the Medical Superintendent, Regional Hospital Kullu, District Kullu in connection with any other tender enquiry

even if for same/similar material / Stores by the tenderer will not be considered against this tender.

(ii) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.

9. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract with successful bidder. The successful bidder have to deposit the **Performance Security @1,00,000/-** within 10 days from the date of award of work and then his EMD will be released.

10. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.

11. The EMD shall be forfeited if successful bidder fails to provide the requisite services in stipulated time or fails to comply with any of the terms & conditions of the tender.

12. The selected bidder have to pay minimum wages, EPF, ESI and other statutory norms to persons hired by him and Medical Superintendent will not be held responsible for the same.

13. The selected bidder have to give preference to already working Electrician as they have attain the sufficient knowledge of hospital electrical set up. Further, the selected bidder will not remove the already working staff without prior approval of Medical Superintendent, RH Kullu.

14. The selected bidder have to submit copy of certificate(s) of Electricians such as Qualification, Bonafide Himachali certificate, experience etc. before starting the work.

15. The selected bidder will submit the bill every duly verified from Matron/incharge of Electrical work.

16. The bid shall be valid and open for acceptance by the competent authority of the Medical Superintendent, Regional Hospital Kullu, District Kullu for a period of **two years** from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The rates quoted by the bidder can be further extended till finalization of next tender. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

17. The competent authority of the Regional Hospital Kullu, District Kullu reserves all rights to accept or reject any/ all tender(s) without assigning any reason.

18. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.



19. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.

20. Legal Jurisdiction: -The Courts at Distt. Kullu (H.P.) alone and no other Court will have the jurisdiction ion try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

I / We hereby accept the terms and Conditions given in the tender

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*(Signature & Stamp of the bidder)*

*Note- Please sign each page of document including terms & conditions of tender.*

## **ESSENTIAL CRITERIA**

**The following documents are required to be attached with Technical Bid.** Tender without the following documents will be rejected out rightly.

1. The bidder should be “A”, “B” or “C” Class Contractor registered with HPPWD (Electrical wing). ( Copy to be attached)

Further, he has to submit the undertaking that he will provide technical assistance of experts (Class “A”, “B” or “C” Contractor registered with HPPWD (Electrical) or any retired technical staff) in case of emergency arises due to minor/major electrical faults in RH Kullu, ANM School Gandhinagar and De-addiction Centre Bhuntar during contract period.

2. Tender fee Rs. 1000/- in the shape of Bank Draft in the name of Medical Superintendent, RH Kullu.
3. Earnest money of Rs. 50,000/- (Fifty thousand) only
4. Bid document/ terms conditions duly signed (each page).
5. Copy of PAN Number
6. Copy of GST Registration
7. Affidavit/undertaking stating that no criminal/income tax/ GST/Blacklisting case is pending against the firm.

### **Terms and Conditions:**

1. All the documents required as per essential criteria should be enclosed in Technical bid and price quoted by firm should be enclosed in Financial Bid. The firm have to attach all the 7 documents mentioned above with technical bid failing which his bid will be rejected straightway.
2. Financial bid of only those tenderer(s) shall be opened who are found qualified in technical bid.
3. Bid submitted must be unconditional. Late tender will not be accepted.
4. The rates offered should be valid for two years. The rates can be further extended till the finalization of next tender. The undersigned reserves the right to invite fresh tender any time without assigning any reason.
5. The tender(s) can be rejected by the undersigned without assigning any reason.

*(Signature & Stamp of the bidder)*

## **GENERAL INSTRUCTIONS TO TENDERERS**

- 1. All the interested parties are advised to go through this tender document carefully.**
- 2. Eligible and willing agencies may visit the sites to get assess the work on any working day between 11:00 AM to 03:00 PM and on Saturday from 11:00 AM to 1:00 PM by taking due permission from the Medical Superintendent, Regional Hospital, Kullu.**
- 3. Medical Superintendent reserves the right to accept or reject any tender or all tenders or part of tender without assigning any reason whatsoever.**
- 4. Award of Work:(i) The selection of the agency will be at the sole discretion of the hospital who reserves its right to accept or reject any or all the proposals without assigning any reason whatsoever, (ii) Upon evaluation of offers the notification on award of contract will be intimated to the successful tenderer.**
- 5. The contract with the agency, which does not provide proof of payment of statutory dues / levies, will be terminated right away by giving one month written notice.**
- 6. Rates quoted shall be deemed to be inclusive of cost of manpower, machinery, tools and plants, all taxes, duties and levies, insurance etc. No escalation of whatsoever nature, shall be payable in future due to any revision/amendment in any act/statute governing this contract.**
- 7. Sales tax, Purchase tax, Service tax GST or any other tax, labour-cess, in respect of the contract, shall be payable by the contractor and hospital, will not entertain any claim whatsoever in respect of the same.**
- 8. The agency should maintain all possible safety precautions for its staff. The hospital authorities will not be held responsible for any injury or misshaping with the staff deployed by the agency whatsoever reasons.**
  
- 8. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.**

**Signature of bidder**

## General Scope of Services

**Round the clock operation and Repair Maintenance of Electrical works of building and equipments of Regional Hospital Kullu, MCH Wing, Administrative Block, ANM School Gandhinagar and De-addiction Centre Bhuntar:**

1. Replacement of fuses (all type), repair/replacement of faulty switches, holders etc.
2. Maintenance of all wiring(s) and street light and high mast light.
3. Oiling, greasing of fans (ceiling and exhaust) as and when required.
4. Repair and replacement of wiring, tube lights, bulbs, chokes, starters etc.
5. Rewiring of circuit wiring/point wiring on need basis.
6. Checking of Earthing system and making it functional and effective.
7. New Wiring, Earthing, preparing extension board and new work required as per need.
8. Electrical maintenance of water pumps, submersible pumps.
9. Electrical maintenance works including LT Panels, relays, internal wiring, signages, staircase lights etc.
10. Operation for UPS, CCTV, PA System, Fire Alarm, Lift services and other electromechanical equipments.
11. All tools and tackles, plants, ladders, equipments required to carry out the electrical work at site are to be provided by the contractor at his own cost.
12. The agency should maintain all possible safety precautions for its staff.
13. Agency will provide uniform, Identity cards, Name bearing plates etc, to each and every deployed staff.
14. Any other work as and when directed by the authorized person of this hospital other than mentioned above falling under the domain of Electrical Works, directly or indirectly.

**Signature of bidder**

### Special Conditions of Contract

1. **Complaint shall be made in the format prescribed by the hospital administration.**
2. **A complaint register in the format prescribed shall be maintained where all complaints received shall be documented.**
3. **All repair and Maintenance related complaints shall be attended within two hours failing which a recovery of Rs. 500/- per event per hour shall be made from the payment of the contractor.**
4. **As the work will have to carried out in building and area in use the contractor shall ensure:**
  - (i) **That the normal functioning of hospital is not affected as far as possible.**
  - (ii) **That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.**
  - (iii) **That all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of each day's work.**
  - (iv) **The contractor shall ensure that his repair and maintenance staff is qualified and licensed for their part of work. He shall be responsible for their conduct. The staff should behave in a courteous manner. The contractor shall be held responsible for any loss or damage to hospital property.**
  - (v) **The contractor shall be ensure safety of his workers and others at site of work and shall be responsible for any consequence arising out of execution of the repair and maintenance work.**
  - (vi) **The agreement shall be in force for a period of two years. However, it may be extended for further period if decided upon to do so by hospital authorities.**
  - (vii) **Contractor will ensure that the payment to the workers is being made in accordance with the minimum wages circulated by the State Government from time to time.**
  - (viii) **The contractor, to whom the work is awarded, will execute the work himself. He will not be allowed to sublet the work to any other agency or sub-contract it.**
  - (ix) **All tools and tackles, plants, equipments required to carry out the electrical work at site are to be provided by the contractor at his own cost.**

**Price Schedule**

**Name of work: Round the clock Repair and Maintenance of Electrical works of Regional hospital Kullu.**

<b>Sr. No.</b>	<b>Post</b>	<b>Lumpsum rate per month without GST which includes wages of staff, providing tools and equipment's and technical assistance of experts.</b>	<b>Rate(s) offered in words</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1</b>	<b>Repair and maintenance of Electrical Work. (24x7) RH Kullu ( All Blocks, MCH Wing, Administrative Block), ANM School Gandhinagar and De-addiction Centre Bhuntar.</b> Staff to be deployed : <b>Electrician: Min 3 Nos, Highly skilled and should be <u>Himachal Bonafide.</u></b> <b><u>Qualification:</u></b> Minimum ITI passed with 5 years' experience in relevant field or 8 years' experience with "A"/"B"/"C" class contractor ( Electrical). <b>With all Tools and equipments, technical experts services and extra manpower required in De-addiction Centre Bhuntar etc.</b>		

(Price schedule should be duly signed by the bidder or authorized person) failing which price bid will be rejected straight way.

**Signature of Bidder**

## Check List

### Documents to be attached with the bid form.

1	Name & Address of the firm with phone number, email, name and telephone/mobile	
2	Whether the signature on each page has been made by the bidder or not.	
3	Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
4	“A”, “B” or “C” Class Contractor Certificate registered with HPPWD (Electrical wing)	
5	PAN No. (Please attach copy)	
6	GST/VAT/Service Tax Registration Number. (Please attach copy)	
7	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	
8	Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
9	Undertaking that he will provide technical assistance of experts (Class “A”, “B” or “C” Contractor registered with HPPWD (Electrical) or any retired technical staff) in case of emergency.	
10	Affadavit/undertaking stating that no criminal/income tax/ GST/Blacklisting case is pending against the firm.	
11	Details of the FD/DD/TD/CD of bid security (EMD) FD/DD/TD/CD No:	
12	Price Schedule	

**Signature of Bidder**

